

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****TUESDAY, JULY 15, 2014****2:00 P.M.**

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY MEETING AT 2:17 P.M. ON TUESDAY, JULY 15, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS D. SCOTT HUGHES, C. PETE FREMIN AND RONALD CARRERE. COMMISSIONERS G. LEE GRIFFIN AND SIDNEY TOBIAS WERE ABSENT.

- Opportunity for Public Comment (No Attachment)

A) **Mandatory Training Requirements**

(Appearance by Dana LeBherz of State Civil Service.) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE UPDATED MANDATORY TRAINING REQUIREMENTS POLICY, TO BE EFFECTIVE JANUARY 1, 2015.**

B) **Consideration of a motion to adjourn for Executive Session to consider Performance Evaluations of the State Civil Service Director and the State Examiner. (All Commissioners to verbally vote.) Attachment ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER PERFORMANCE EVALUATIONS OF THE STATE CIVIL SERVICE DIRECTOR AND THE STATE EXAMINER AT 2:29PM.**

AFTER ADJOURNMENT, A REQUEST WAS MADE ON BEHALF OF MR. ROBERT LAWRENCE, STATE EXAMINER, TO HAVE HIS PERFORMANCE EVALUATION IN THE PUBLIC FORUM INSTEAD OF EXECUTIVE SESSION. SINCE THE COMMISSION HAD OFFICIALLY ADJOURNED FOR EXECUTIVE SESSION, THE MATTER WOULD BE CONSIDERED UPON RE-CONVENING THE PUBLIC MEETING AFTER EXECUTIVE SESSION.

THE STATE CIVIL SERVICE COMMISSION RE-CONVENED ITS MONTHLY MEETING AT 3:36 P.M. ON TUESDAY, JULY 15, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS D. SCOTT HUGHES, C. PETE FREMIN AND RONALD CARRERE. COMMISSIONERS G. LEE GRIFFIN AND SIDNEY TOBIAS WERE ABSENT.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO THE REQUEST OF MR. ROBERT LAWRENCE, STATE EXAMINER, TO CONDUCT HIS PERFORMANCE EVALUATION OUTSIDE OF EXECUTIVE SESSION IN A PUBLIC FORUM.

ADRIENNE BORDELON, GENERAL COUNSEL FOR THE STATE CIVIL SERVICE COMMISSION ADVISED THE COMMISSION THAT DUE TO THE LITIGATION THAT'S PENDING BETWEEN MR. LAWRENCE AND THE COMMISSION, THAT DURING THIS PERFORMANCE EVALUATION, NO DISCUSSION CAN BE HAD ABOUT THE LAWSUITS AND THE LITIGATION.

THE COMMISSION CONDUCTED THE PERFORMANCE EVALUATION OF MR. ROBERT LAWRENCE, STATE EXAMINER.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD TO THE AGENDA A PRESENTATION OF THE 2014 ANNUAL UNIFORM PAY PLAN.

AFTER CHRISTOPHER DEER, COMPENSATION DIVISION ADMINISTRATOR PRESENTED THE 2014 ANNUAL UNIFORM PAY PLAN, THE COMMISSION PROVIDED APPROVAL FOR DIRECTOR SHANNON S. TEMPLET TO MEET WITH COMMISSIONER NICHOLS OF THE DIVISION OF ADMINISTRATION TO GAUGE THE POSSIBILITY OF INCREASING THE PAY SCHEDULES.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION AT 4:43PM.

THE STATE CIVIL SERVICE COMMISSION RE-CONVENED ITS MONTHLY MEETING AT 5:20 P.M. ON TUESDAY, JULY 15, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS D. SCOTT HUGHES, C. PETE FREMIN AND RONALD CARRERE. COMMISSIONERS G. LEE GRIFFIN AND SIDNEY TOBIAS WERE ABSENT.

THERE BEING NO FURTHER BUSINESS, ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION ADJOURNED AT 5:20 P.M., UNTIL 9:00 A.M., ON WEDNESDAY, JULY 16, 2014.



AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JULY 16, 2014
9:00 A.M.

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:11 A.M. ON WEDNESDAY, JULY 16, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS D. SCOTT HUGHES, C. PETE FREMIN AND RONALD CARRERE. COMMISSIONERS G. LEE GRIFFIN AND SIDNEY TOBIAS WERE ABSENT.

- Opportunity for Public Comment (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Request of Louisiana Delta Community College to speak to the Commission regarding the outsourcing of custodial and grounds maintenance services at Louisiana Delta Community College. **Commission Action Required.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER PRESENTATION FROM THE AGENCY; THE COMMISSION APPROVED THE PROPOSED OUTSOURCING OF CUSTODIAL AND GROUNDS MAINTENANCE SERVICES AT LOUISIANA DELTA COMMUNITY COLLEGE BY A VOTE OF 3-2. (COMMISSIONER'S FREMIN AND CARRERE OPPOSED).**
- 2) Request of Florida Parishes Human Services Authority to exempt from the classified service, three (3) Specialist positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 16, 2014 through July 15, 2018. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position numbers for incumbents must be emailed to misty.mcafee@la.gov. Please use **CSC 07-16-14 #2** as the reference when transmitting this information.)
- 3) Request of the Division of Administration to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 16, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 4) Request of the Office of Juvenile Justice for an exception to State Civil Service Rule 21.11(a) in order to permanently raise the cap of straight compensatory leave from 360 hours to 540 hours for Security and Law Enforcement positions. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION APPROVED THE REQUEST BY A VOTE OF 4-1. (COMMISSIONER HUGHES OPPOSED).**
- 5) Request of the Department of Public Safety and Corrections, Public Safety Services for an exception to State Civil Service Rule 21.11(a) in order to permanently raise the cap of straight compensatory leave from 360 hours to 540 hours for positions performing arson or criminal investigations. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION APPROVED THE REQUEST BY A VOTE OF 4-1. (COMMISSIONER HUGHES OPPOSED).**

- 6) Request of the Monroe Housing Authority for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 200 hours to be worked within the 12-month appointment period, for Horace Jackson, Jr., in the Classified WAE position of Maintenance Repairer 1, effective July 16, 2014. State Civil Service recommends approval for additional hours, effective July 16, 2014 and does not cover any hours worked over 1245 prior to this date. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.**
- 7) Request of the Housing Authority of Lake Charles for authority under the provisions of State Civil Service Rule 23.6(a), for additional hours for six (6) Classified WAE appointments. State Civil Service recommends approval for additional hours, effective July 16, 2014 and does not cover any hours worked over those previously approved by the Commission. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.**
- 8) Consideration of the Minutes of the Commission Meeting held on June 4, 2014. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 9) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Louisiana Patient's Compensation Fund
 - Metropolitan Human Services District
 - Avoyelles Correctional Center
 - Department of Children and Family Services
 - Port of New Orleans
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 10) Request of the Monroe Housing Authority to exempt from the classified service, one (1) Deputy Director Assistant position, in accordance with State Civil Service Rule 4.1(d)2. State Civil Service recommends approval effective July 16, 2014 through July 15, 2015. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT.**
- 11) Request of the Central Louisiana Technical Community College, Department of Facilities and Risk Management to speak to the Commission regarding the outsourcing of custodial and grounds maintenance services. **Commission Action Required.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER PRESENTATION FROM THE AGENCY; THE COMMISSION APPROVED THE PROPOSED OUTSOURCING OF CUSTODIAL AND GROUNDS MAINTENANCE SERVICES BY A VOTE OF 3-2. (COMMISSIONER'S FREMIN AND CARRERE OPPOSED).**
- 12) Consideration of Motion to Approve Performance Evaluations of the State Civil Service Director and the State Examiner. (No Attachment) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED PERFORMANCE EVALUATIONS FOR THE STATE CIVIL SERVICE DIRECTOR AND THE STATE EXAMINER.**

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, JULY 16, 2014

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 13) Public hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular 2014-018.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A & B, WITH EXHIBIT A BEING CONTINGENT UPON GOVERNOR'S APPROVAL; AND THE EFFECTIVE DATE OF BOTH EXHIBITS TO BE SET BY DIRECTOR NO SOONER THAN TEN (10) DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL.

- 14) Request of the Board of Tax Appeals to exempt from the classified service, one (1) Confidential Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective July 21, 2014. **Department recommends approval effective July 21, 2014 through July 20, 2018.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 07-16-14 #14** as the reference when transmitting this information.)

- 15) Request of the Department of Wildlife and Fisheries to speak to the Commission regarding the outsourcing of land management and biological services. **Commission Action Required.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER PRESENTATION FROM THE AGENCY; THE COMMISSION APPROVED THE PROPOSED OUTSOURCING OF LAND MANAGEMENT AND BIOLOGICAL SERVICES.**

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- Director's Report
 - Louisiana Civil Service League has announced the call for nominations for the 2014 Charles E. Dunbar, Jr. Career Service Award.
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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals and Civil Service Investigations.** (All Commissioners to verbally vote.) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS AND CIVIL SERVICE INVESTIGATIONS.**
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**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:02 A.M.
ON WEDNESDAY, JULY 16, 2014.**

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN